



proud past, promising future

CLARK COUNTY HEALTH DEPARTMENT

Environmental Health

1950 Fort Vancouver Way P.O. Box 9825

Vancouver, WA 98666-8825

Phone (360) 397-8428 Fax (360) 397-8084

ANNUAL ITINERANT PACKET

An annual itinerant permit is provided for concessionaires who wish to operate within the county at many public events during the year. The permit holder must comply with WAC 246-215 and is considered a "temporary food service establishment", which means you cannot operate at a fixed location for more than twenty-one (21) consecutive days in conjunction with a single event or celebration. The permit is only valid for food service at one site. Before you operate a concession stand you must provide the following information to:

Clark County Health Department – Environmental Health

1950 Fort Vancouver Way

P.O. Box 9825

Vancouver, WA 98666-8825

Phone (360) 397-8428 FAX (360) 397-8084

Business Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

1. **PLAN REVIEW APPLICATION FORM.** Complete the yellow Plan Review Application form.
 2. **PERMIT APPLICATION FORM.** Complete the green Permit Application form.
 3. **PLAN REVIEW FEE.** Pay the non-refundable plan review fee.
 4. **MENU.** Provide a menu or a list of the foods to be served.
 5. **METHOD OF FOOD PREPARATION.** Information answering the following questions must be provided:
 - What food preparation and cooking will be done in the commissary/base of operations?
 - What food preparation and cooking will be done in the concession stand?
 - This information should include food suppliers, food storage procedures for raw meat and eggs, how you will prevent cross contamination, how you will prevent bare hand contact with ready-to-eat food, food cooking temperatures of all meat, fish and poultry, and employee sanitation standards.
 6. **COMMISSARY FLOOR PLAN.** Provide a floor plan, to a quarter inch scale (1/4 inch = one foot), of the proposed commissary/base of operations indicating locations of the following:
 - Hand wash sink;
 - Food preparation sink and the floor drain to floor sink;
 - NSF refrigeration and freezer units, model and brand;
 - Cooking and hot-holding equipment, model and brand;
 - Three-compartment sink or dishwasher with a two-compartment sink;
 - Mop sink;
 - Ice machine and type of floor drain;
 - Toilet(s) and hand wash sink(s); and
 - Provide a brief description of the finishes used on floors, walls, counter tops and ceilings.
- NOTE: If your commissary is not located in Clark County, please contact a Food Program Environmental Health Specialist.
7. **CONCESSION STAND AREA.** Provide a drawing as to how you will set up your booth and show the locations of the following:
 - Hand wash station;
 - Water retention tank(s) and capacity;
 - NSF refrigeration and freezer units;
 - Potable water tank(s) and capacity;
 - Cooking and hot-holding equipment and a statement as to how the public will be protected from this equipment; and
 - Describe how you will prevent overhead contamination and what material will be on the ground (i.e. concrete, grass).
 8. **ITINERARY.** Provide a list of the proposed itinerary, sites or events at which you will serve food.

THE ABOVE ITEMS MUST BE SUBMITTED WHEN YOU PAY FOR YOUR PLAN REVIEW.

If any of these items are omitted, your plan review cannot be accepted.

ALLOW AT LEAST TWO WEEKS FOR US TO REVIEW YOUR PLAN.

When your plan review has been reviewed and approved, a plan approval letter will be mailed to you. You must then:

1. **MAKE AN APPOINTMENT FOR A PRE-OPENING INSPECTION.** Before you open for food/beverage service, you must have a pre-opening inspection of the commissary. Please call (360) 397-8428 at least one week in advance to arrange this on-site inspection.
2. **PAY FOR YOUR PERMIT.** Before you open for any food and/or beverage service, you must pay for your annual permit.

COMMISSARY REQUIREMENTS

1. **WATER SUPPLY.** Water must be adequate in quantity and quality and supplied by a source approved under WAC 246-290 and monitored according to standards. For well water use, you must first apply for a Small Public Water Supply. Call (360) 389-8428 and ask to speak to an Environmental Health Specialist in the Water Program.
2. **SEWAGE SYSTEM.** Provide that all liquid wastes, including gray water, mop water and ice melt, are disposed into an approved sewage disposal system. Prior approval must be obtained for any on-site septic system.
3. **HAND WASH SINK.** Provide a hand wash sink that is accessible, convenient to food preparation, food service and utensil washing areas and **used exclusively for hand washing**. The hand wash sink shall have minimum hot water temperature of 100° F and cold water provided through a mixing faucet. Provide hand soap and single use towels at sink.
4. **FOOD PREPARATION SINK.** Provide sufficient and separate food preparation sinks in which food may be washed, rinsed, drained, cooled or thawed. A food preparation sink may not be used for hand washing or utensil washing.
5. **DISH WASHING FACILITIES.** Provide a method of cleaning and sanitizing equipment and utensils, either a mechanical dishwasher with a two-compartment sink or a three-compartment sink with a drain board.
6. **MOP SINK.** Provide a mop sink for supplying and disposing of water for cleaning floors and walls. Mops may not be cleaned in food preparation or hand washing sink. A laundry tub or mop bucket **cannot** substitute for a mop sink.
7. **PLUMBING.** Provide plumbing sized, installed and maintained in accordance with applicable state and local plumbing codes. Provide indirect drains from the ice machine, food preparation sinks, beverage ice sinks, salad bars, dipper wells and mechanical dishwashers into a floor sink, hub drain or similar device. Provide a properly vented dual check valve device or an approved reduced pressure back flow assembly between copper pipe or tubing and carbonated beverage dispensing machines.
8. **GREASE TRAPS.**

Vancouver Sewer District. The Vancouver Municipal Code (VMC 14.10) requires all food service establishments to have equipment that prevents food grease from entering the sewer system. The Oil & Grease Management Program (OGM) must review and approve your grease interceptor plans prior to installation. New grease interceptors or traps must be sized according to the Uniform Plumbing Code. A copy of the sizing requirements can be obtained from the OGM Program. They can be contacted at (360) 696-8177.

Hazel Dell Sewer District. Hazel Dell Resolution 1031 requires all food servers to have grease control. The Unified Plumbing Code must be followed in cases where the User does not have a Type 1 Hood. If the User has a Type 1 hood they are required to have, at a minimum, a 1000-gallon Interceptor outside the building. For further information call the Pretreatment Coordinator at Hazel Dell Sewer District (360) 750-5876.
9. **REFRIGERATION.** Provide National Sanitation Foundation (NSF) refrigeration units and shelving design in walk-in units sufficient for all necessary foods and for rapid cooling, pre-chilling, thawing, and for the separation of raw meats, aquatic foods and poultry from other foods.
10. **FLOORS, WALLS, CEILING.** The floors, walls, and ceilings in all food preparation and storage areas, walk-ins and toilets shall be easily cleanable, water impervious, grease resistant, and durable.
11. **TOILETS.** The toilet rooms must have automatic door closing devices, mechanical ventilation, and hand washing sink with single service soap and towel dispensers. There must be toilet facilities for patrons when there is on-premise consumption of food. Toilets must be within at least 200 feet of food service establishment.

CONCESSION STAND REQUIREMENTS

1. **FOOD PREPARATION.** All food preparation must be done in the booth or in the approved commissary kitchen. Home-prepared foods are not allowed to be sold or given away. Any changes to your menu or method of food preparation must be submitted in writing to the Health Department.
2. **HAND WASH STATION.** At any concession stand there must be an insulated 5-gallon container with a spigot that provides a continuous flow of warm water, a bucket to collect dirty water, a pump soap dispenser and paper towels.
3. **WATER SUPPLY.** Water and ice must be from an approved source under WAC 246-290.
4. **POTABLE WATER TANK.** Any water tanks shall be NSF or food grade plastic and sufficient to furnish enough hot and cold water for hand washing and utensil washing as required. Any potable water refill area must have an approved potable water hose that is retractable and does not allow the hose end or nozzle to contact with the ground. All hose bibs must have a vacuum breaker to prevent back siphonage.
5. **DISH WASHING FACILITIES.** There must be access within two hundred feet to a three compartment sink with running water to wash, rinse and sanitize utensils when equipment or utensils are reused on-site or when the temporary establishment operates for 2 or more consecutive days.
6. **COOKING AND REHEATING.** All food must be cooked to the appropriate temperatures.
Poultry: >165°F Pork: >150°F Ground beef-hamburgers: >155°F Fish: >140°F
Large cuts of meat (more than 3 pounds) cannot be cooked or barbecued. They must be cut into smaller sections so that the cooking time is reduced. Reheating potentially hazardous foods from 45°F to 165°F must be accomplished within 30 minutes. Hot, potentially hazardous foods cannot be cooled at the concession stand; they must be discarded.
7. **REFRIGERATION AND COLD HOLDING.** There must be National Sanitation Foundation (NSF) refrigeration units sufficient for all necessary food and for the separation of raw meats, aquatic foods and poultry from other foods. ICE CHESTS may be used to keep food cold provided that the ice is from an approved source. There must be sufficient ice in the chest to hold all food at 45°F or less, no matter how often the lid is opened. If this cannot be accomplished, mechanical refrigeration units must be on site. There can be no ready-to-eat food stored in the same ice chest that contains raw potentially hazardous foods such as meat, poultry, fish or eggs. Food storage ice cannot be used for drink ice.
8. **THERMOMETERS.** All refrigeration equipment must have thermometers accurate to $\pm 3^{\circ}$ F. There must be at least one metal stem thermometer (pocket thermometer) accurate to $\pm 2^{\circ}$ F to monitor hot and cold food preparation and food holding. This stem thermometer should have a range of at least 0°F to 220°F.
9. **FOOD and BEVERAGE WORKER CARDS.** All food workers must have a valid Washington State food and beverage card. The cards or a legible copy of the card must be in the booth and available for inspection. All food workers must read the green Temporary Food Establishment and Concessionaires' Information Pamphlet.
10. **TOILETS.** Toilets must be located within at least 200 feet of the concession stand.
11. **SEWAGE SYSTEM.** All liquid wastes, including gray water, and ice melt, must be disposed into an approved sewage disposal system. **WASTEWATER TANK.** The concession stand must have a wastewater retention tank, a bucket or container to hold the gray water until it can be disposed into an approved sewage disposal system.

The attached green Temporary Food Establishment and Concessionaires' Information Pamphlet contains important additional information. Please read this. If you have any further questions, please call the Clark County Health Department at (360) 397-8428 and ask to speak with an Environmental Health Specialist in the Food Program.